



QUEST TRUST

Supporting Young People from
Early Years to Employment

Careers Education, Information, Advice & Guidance (CEIAG) Policy

For QUEST Schools

Hindley Green Community Primary School

St John's CE Primary School Hindley Green

St John's CE Primary School Abram

St Peter's CE Primary School Hindley

University Collegiate School Bolton

Reviewed: Autumn 2026

Next Review Date: Autumn 2028



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Vision

At QUEST Trust, our vision is to support young people from Early Years to Employment by nurturing confident, compassionate, and capable individuals who are ready to contribute to their communities and thrive in the modern world. This CEIAG Policy supports QUEST Trust Vision and Values by ensuring that every pupil receives a high-quality careers education that inspires aspiration, promotes equality of opportunity, and prepares them for successful futures. The policy reflects the Trust's commitment to developing confident, compassionate, and ambitious learners who are equipped to make informed decisions throughout their lives.

Our Careers Programme is designed to:

- Raise aspirations for every learner
- Challenge stereotypes and remove barriers
- Develop employability and life skills
- Ensure all pupils understand the full range of education and employment pathways
- Build meaningful partnerships with employers, universities, colleges, apprenticeship providers and the wider community
- Prepare pupils to contribute positively to society and the economy

The Trust careers entitlement provides a progressive programme from Reception through to post-16, ensuring every learner develops the knowledge, skills and confidence required for future success.

Aims

QUEST Trust will provide a careers programme that enables every pupil to:

- Develop self-awareness, confidence, and resilience
- Understand the changing world of work
- Make informed choices at key transition points
- Understand local, regional, and national labour market opportunities
- Develop employability and enterprise skills
- Access impartial careers guidance
- Encounter employers, education providers and workplaces
- Understand academic, technical, and vocational pathways
- Progress successfully into further education, higher education, apprenticeships, or employment

Careers Programme

Primary Phase:

Priority 1:	Raise aspirations and broaden horizons: inspire all students to achieve their ambitions.
Priority 2:	Strengthen employer and community partnerships
Priority 3:	Develop employability skills for life
Priority 4:	Build a Progressive Careers Journey Across Quest Trust.

**Our commitment to every student from Reception – Y6:**

- Activities designed to challenge gender stereotypes and broaden aspirations
- Annual STEM enrichment activities
- At least one meaningful employer encounter, every academic year
- Encounters with professionals from the NHS, emergency services, engineering, construction, digital industries, business, education, creative industries, and environmental sectors
- Enterprise and teamwork projects linked to local employers. (Fundraising projects)
- Opportunities to learn about careers linked to curriculum subjects
- Participation in National Careers Week activities
- Progressive transition activities with UTC Bolton/feeder high schools during Years 5 and 6
- Visits from parents and carers representing a diverse range of professions

Secondary Phase:

Priority 1:	Ensure every student receives meaningful employer encounters each academic year.
Priority 2:	Deliver personalised careers guidance that supports individual aspirations.
Priority 3:	Improve destination outcomes and reduce risk of NEET to below national averages.
Priority 4:	Provide an inclusive careers programme that removes barriers for SEND and disadvantaged students.
Priority 5:	Raise Compass+ score from 67% to 100% Gatsby compliance.
Priority 6:	Embed careers across the curriculum and make labour market information visible in every faculty.

Our commitment to every student from Y7 – Y13:

- Annual employer encounters
- Annual labour market information sessions
- Annual careers-focused enrichment activities
- Annual mock interview
- Access to independent careers guidance
- Encounters with universities, colleges and apprenticeship providers
- Access to Unifrog and Springpod
- Careers information for parents/carers



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Gatsby Benchmarks

QUEST Trust is committed to achieving and maintaining all eight Gatsby Benchmarks.

These include:

1. A stable career programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

The careers programme is reviewed annually using Compass+ and quality assurance processes.

Equality, Diversity and Inclusion

QUEST Trust believes careers education should be accessible to every learner.

The careers programme actively:

- Challenges stereotypes
- Promotes equality of opportunity
- Supports disadvantaged learners
- Provides personalised support for SEND pupils
- Ensures reasonable adjustments are made
- Celebrates diversity within education and employment

No learner will be disadvantaged because of protected characteristics, socio-economic background, or additional need.

Labour Market Information

Students receive up-to-date labour market information throughout their education.

Emphasis is given to:

- Greater Manchester growth sectors
- Digital industries
- Engineering
- Health and Life Sciences
- Construction
- Green technologies
- Professional services
- Advanced manufacturing

Labour market information is embedded across the curriculum and used to support informed decision-making.

Personal Guidance

Students have access to independent and impartial careers guidance delivered by qualified careers professional Mr Justin Charlton and Mrs Olivia Russell.

Guidance includes:

- One-to-one interviews
- Action planning
- Pathway advice
- Apprenticeship guidance
- University guidance
- Application support
- Interview preparation

Working with Connexions, additional guidance is available for vulnerable learners and students with SEND.



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Employer Engagement

QUEST Trust works with employers to ensure pupils experience meaningful encounters with the workplace.

These include:

- Employer talks
- Careers fairs
- Workplace visits
- Mock interviews
- Enterprise activities
- STEM events
- Mentoring
- Work experience

Partnerships reflect local, regional, and national employment opportunities.

Work Experience

Work experience is a key component of the CEIAG programme, enabling students to develop employability skills, gain valuable insight into the workplace, and make informed decisions about their future education, training and career pathways. All students are encouraged to participate in meaningful workplace experiences that support their personal development and career readiness.

This includes:

- Student preparation and employability skills development
- Employer-led projects and workplace encounters
- Meaningful work experience placements
- Workplace visits and industry insight activities
- Reflection, evaluation and skills identification
- Support for SEND and vulnerable learners
- Links to local labour market opportunities
- Monitoring and evaluation of work experience outcomes

Monitoring and Evaluation

The effectiveness of the careers programme is evaluated through:

- Compass+ audits
- Gatsby Benchmark achievement
- Destination data
- Student voice
- Parent feedback
- Employer evaluations
- Governor monitoring
- Work experience evaluations
- NEET data.
- progression outcomes

The Careers Leader reports annually to governors and senior leaders.



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Roles and Responsibilities

Governing Board

The Governing Board will:

- Approve this policy
- Monitor statutory compliance
- Receive annual careers reports

Headteacher

The Headteacher will:

- Ensure careers education is embedded across the school
- Support the Careers Leader
- Promote employer engagement

Careers Leader

The Careers Leader will:

- Coordinate the Careers Programme
- Maintain Gatsby Benchmark compliance
- Manage employer partnerships
- Oversee provider access
- Evaluate programme impact

Staff

All staff contribute to careers education through curriculum learning, enrichment activities and positive role modelling.

Provider Access

This statement sets out the school's arrangements for managing access to pupils by providers of technical education and apprenticeships, in accordance with Section 42B of the Education Act 1997 and the Skills and Post-16 Education Act 2022.

Pupil Entitlement - All pupils are entitled to:

- Learn about technical education qualifications
- Learn about apprenticeships
- Understand routes into skilled employment
- Hear directly from providers
- Receive information that enables informed choices

Students will receive multiple encounters with providers during secondary education.

Opportunities for Access

Providers may request access to deliver:

- Assemblies
- Careers Fair
- Workshops
- Classroom presentations
- Lunchtime events
- Parent information evenings

Access will be provided during key transition points and careers events throughout the academic year.



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Management of Provider Requests

Requests for access should be directed:

Mrs Olivia Russell, Employer Engagement and UTC Pathways Lead

o.russell@quest-trust.org.uk

Requests should include:

- Purpose of the visit
- Intended audience
- Preferred dates
- Staffing requirements
- Resources required

Requests will be considered in line with curriculum requirements and safeguarding procedures.

Premises and Facilities

Providers will have access to:

- Classrooms
- Halls
- Presentation facilities
- ICT equipment where available

Providers may distribute approved literature and promotional materials.

Quality Assurance

The school expects all providers to:

- Deliver impartial information
- Promote informed decision-making
- Comply with safeguarding requirements
- Provide current information regarding courses and progression routes

Review

This policy will be reviewed annually by the Careers Leader and Senior Leadership Team.

Website Statement

The school publishes:

- CEIAG Policy
- Careers Programme
- Provider Access Policy
- Careers Leader contact details
- Careers information for parents
- Destination information where appropriate

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